Women Skate the World

Monitoring and Evaluation Training
What’s covered?

This training pack covers Monitoring and Evaluation; What it is, why it’s so important and tools you can use across your project to ensure you can monitor, evaluate and improve your project effectively.

We’ll be looking at:

- Registers
- Progress reports
- Feedback questionnaires
- Handover notes
- Photos and Videos
Monitoring & Evaluation
Monitoring and Evaluation: What is it and why is it so important?

M&E comes in many forms:
- Photos and videos
- Participation data
- Feedback from participants and partner organisations
- Progress reports
- Handover notes

M&E allows you to track the progress of your project, accurately analyse participant data, protect your organisation from sudden departures and it makes applying for funding far easier and quicker.

Without a solid process for M&E you can’t actually track participation and see who you are engaging with—this leads to mistakes when project decisions are based on assumptions rather than facts.
One of the most important forms of monitoring and evaluation is participant data, which can be tracked through session registers.

Start with a registration form that includes a disclaimer freeing your organisation from liability from any injuries suffered during a session.

Take this opportunity to request basic information from the participant. Each project will have slightly different relevant data but the basic data you should include is:

- Full Name
- Age
- Gender

Tip: If you are teaching in communities with multiple languages, translate your disclaimer/registration form into the most used languages, but have your own language on the form too, so you can read it!
Monitoring and Evaluation: Registers

Our Athens project uses registration to ask for:
- The container number (in refugee camps)
- Partner organisations that the young person has come through (e.g. schools, NGOs, squats and youth centres)
- Home (camp, squat, shelter, independent housing etc.)

Of course, there will be different information which is relevant for your project, for example:
- Neighbourhood
- School class
- Educational program they’re following, etc.

Your research and knowledge of the community you’re working in will inform which information is most relevant to the progress of your project.

As well as tracking participation for your own project, this is an opportunity to adequately represent and record marginalised communities.

How do I know which information my registers should track?

What are the key aims of your project?

What are the main aims of your funders?

What is the social, political, economic landscape that your project will exist in?

Which challenges do your individual participants face?

Which challenges does the wider community face?

How are you connected to your participants?

Which integration challenges does the community face?
### Monitoring and Evaluation: Registers

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**This number is just the order that the participants were added in, don’t worry about it but ensure it’s included as it’s useful to know which order participants registered in.**

**This is the organisation that the young person has come through (youth centre, school, NGO etc.)**

**This is where the young person is living (squat, camp, shelter etc.)**

**Tracking the gender split in your project is really important to enable you to identify and address boundaries to girls’ and women’s skateboarding. It’s also something that funders are always very interested in.**

**The attendance will automatically calculate based on the ticked boxes each participant has. Ticks have a value of 1 and unticked have a value of 0.**

**This is the total number of participants at a given session.**

**These dates give you the date of each session. The formula adds 7 days to the date in the previous box automatically.**

**Print the register and tick the relevant box for each participant. After the session, use the paper copy to fill out the digital copy on Drive so that your data is safe.**
Monitoring and Evaluation:
Feedback forms - Organisations

Depending on the geographical, socio-economic situation in which your project is running, you will have different aims. Just like your registers, tailor your feedback form to reflect your project's aims.

In Athens, one of our three main goals is integration, so we ask partner organisations if they have seen any improvement in integration, for example between Farsi and Greek young people attending our sessions.

If you're working with a school and running educational or homework sessions before skating, ask if the school has seen any improvement in grades or confidence in class in the young people you are working with.

Tips for getting valuable, measurable feedback from organisations you're working with:

- Keep it short and simple
- Leave space for suggestions
- Use quantifiable dimensions e.g. “On a scale of 1 - 10...” so that you can easily translate the answers given into data.
- Ask for a quote that you can use on your website, social media and funding applications
Monitoring and Evaluation: Feedback forms - Participants

Tips for getting valuable, measurable feedback:

- Keep it short and simple, wherever possible translate into child’s own language
- Create a fun booklet rather than something that feels like homework
- Ask what would make the sessions better (more ramps, smaller groups, trips to other parks etc.)
- Use quantifiable dimensions e.g. “On a scale of 1 - 10...” so that you can easily translate the answers into data.
- Ask for a quote that you can use on your website, social media and funding applications but remember to keep this anonymous
Debriefs & Handovers
For the sustainability of your project, it’s important that you keep notes on each of your sessions. Not only will this allow somebody to take over the running of the sessions should you, for whatever reason, have to suddenly leave the project, it also makes it easier should you want to expand and take on extra staff or volunteers.

Include a basic overview of the session, as well as contact info for partner organisations. You can also include a brief history.

It’s also a good idea to create a similar document for funding and grants that you’ve applied for. This makes it easier to see at a glance what you said last time you applied and what your feedback was, increasing your chances of gaining funding.
Monitoring and Evaluation: Debriefs

After each session it’s a good idea to take 5-10 minutes to discuss, as a group how the session went. During a session it can be hard to keep up with what’s happening for each staff/volunteer and also which activities or incidents are happening in each corner of the session. The debrief allows us to come together immediately after session and jot down quick notes.

We usually drive out of the camp so we won’t be interrupted but then pull over and do the session debrief before we start driving back. We print 2 per A4 and have a stack of these to hand in the register folder.

Every staff and volunteer involved in the session gets to have a say on each of the categories and generally just tell the rest of the team how the session was for them. This is also a good opportunity to check in with your staff and volunteers on how they’re feeling.

We then talk through the debrief notes in the Monday Morning Meeting and pull out any actions that need to be taken.
Monitoring and Evaluation: Photos & Videos

Photos & videos are great for giving a feel of your project and sessions, so long as you ensure they’re backed up with register data.
Thanks!

If you have any questions, get in touch:

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